



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

NURSING COORDINATOR (Central Staffing Coordinator)

SALARY RANGE	\$7258 - \$9089
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	Clinical Services
FINAL FILING DATE	April 29, 2015

DESCRIPTION OF DUTIES: The Nursing Coordinator is responsible in overseeing facility wide central staffing and coordination of staffing and nursing care activities in a treatment program, assisting the Program Director with the administration of a treatment program with particular emphasis on level of care nursing activities. Participates in program planning, development, and implementation; meets with clinical staff and residence treatment teams to establish IPP objectives for clients and evaluates the effectiveness of treatment techniques; provides liaison with Nursing Coordinators in other programs and, as needed, the ACNS; evaluates the effectiveness of nursing service; determines needs for and arranges training for staff; exercises functional supervision of nursing staff; recruits and assigns or recommends assignment of staff. In this capacity, he/she is responsible for meeting the Program Requirements and performing the Essential Duties.

WHO MAY APPLY: Candidates with list, transfer, or reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website www.spb.ca.gov. A statement of qualifications must also be attached to the application. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: NURSING COORDINATOR
RELEASE DATE: 04/15/15